

# Ascendium Grant Portal: How to Submit Reports

## Introduction

Grant partners may need to submit budget and narrative reports on the progress of a grant. The reports are typically submitted together based on the schedule established in the grant agreement or an approved amendment. Grant payments that are contingent upon approval of a narrative and budget report are released once Ascendium approves both reports.

If you have any questions about submitting a report, email [Ascendium Grants Management](#).

## In This Guide

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## Complete and Submit a Budget Report

If you think the grant budget may need to be amended, email your Ascendium program officer or [Ascendium Grants Management](#) before you submit the budget report.

1. Access the [Ascendium Grant Portal](#) and log into your account.

**Note:** The portal works best with Google Chrome. Some fields may not display or function correctly with other browsers.

2. From the menu, select *Budget Actuals to Submit* under Grantee Budgets. All reports for your active grants display.

The screenshot shows the Ascendium Grant Portal interface. On the left is a sidebar menu with categories like INFORMATION, FUNDING OPPORTUNITIES, ORGANIZATIONS, CONTACTS, APPLICATIONS, GRANTS, and REPORTS. The main content area is titled 'TEST ACCOUNT' and shows a report due on 2/28/2023. The report content includes a 'Table Of Contents' with links for Report Information, Report Narrative, Grant Budget, and Attached Documents. The 'Report Information' section displays the 'Due Date' as 2/28/2023. The 'Report Narrative' section contains a paragraph of text and a list of instructions for the report, such as 'Please update your Performance Measurement Form' and 'What did you learn from your work...'. A 'Submit' button is visible at the bottom right of the report content area.

3. Click the report you'd like to edit.
4. Click **Edit**. The fields become editable.
5. Enter your actual expenses.

Since the portal doesn't automatically save, click **Save** often to save your work.

6. Once you've finished entering information, click **Save and Close**. The report closes, and the information you entered displays in the report details.
7. Confirm your entered information is correct and click **Submit Actuals**. A window displays asking you to confirm submission.
8. Click **OK**. A message displays indicating the report was successfully submitted. You can find the report by selecting *Budget Actuals Submitted* under Grantee Budgets on the menu. (You may need to refresh the page for the report to display.)

## Revise a Submitted Budget Report

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After reviewing your report, Ascendium Grants Management may request additional details. If that's the case, you'll receive an email indicating the report is available for editing in the Ascendium Grant Portal. Comments from Ascendium staff will be included on the report.

1. Access the [Ascendium Grant Portal](#) and log into your account.
2. From the menu, select *Budget To Edit - Active Grant* under Grantee Budgets.
3. Click the budget period you'd like to edit. The budget displays.
4. Click **Edit**. The fields become editable.
5. Review the comments Ascendium staff provided in the Additional Information Requested section.
6. Update the report as necessary. Make sure you click **Save** often to save your work.
7. Once you've finished entering information, click **Save and Close**. The report closes, and the information you entered displays in the report details.
8. Confirm your entered information is correct and click **Submit Revised Budget**. A window displays asking you to confirm resubmission.
9. Click **OK**. A message displays indicating the report was successfully submitted. You can find the report by selecting *Budget Actuals Submitted* under Reports on the menu. (You may need to refresh the page for the report to display.) Ascendium will review the updates and email you if additional details are needed.

## Complete and Submit a Narrative Report

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These instructions pertain to interim, contingent, and final narrative reports. If you're submitting a budget and narrative report together, complete and submit the budget report first, then complete and submit the narrative report.

1. Access the [Ascendium Grant Portal](#) and log into your account.  
**Note:** The portal works best with Google Chrome. Some fields may not display or function correctly with other browsers.
2. From the menu, select *Reports to Submit* under Reports. All reports for active grants display.
3. Click the report you'd like to edit.

4. Click **Edit**. The fields become editable.
5. Complete all sections of the report. You can complete the sections in order or navigate to the section you'd like to complete using the table of contents. Provide as much information as possible. All the bolded fields must be completed.

Since the portal doesn't automatically save, click **Save** often to save your work.

**Note:** If you're submitting both a budget and a narrative report, make sure you submit the budget report first.

6. Once you've finished entering information, click **Save and Close**. The report closes, and the information you entered displays in the report details.
7. Confirm your entered information is correct and click **Submit**. A window displays asking you to confirm submission.
8. Click **OK**. A message displays indicating the report was successfully submitted. You can find the report by selecting *Reports Submitted* under Reports on the menu. (You may need to refresh the page for the report to display.)

## Revise a Submitted Narrative Report

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After reviewing your report, Ascendium Grants Management may request additional details. If that's the case, you'll receive an email indicating the report is available for editing in the Ascendium Grant Portal. Comments from Ascendium staff will be included on the report.

1. Access the [Ascendium Grant Portal](#) and log into your account.
2. From the menu, select *Reports to Edit* under Reports. All reports for your active grants display.
3. Click the report with the "Revisions Requested" status. The report details display.
4. Click **Edit**. The fields become editable.
5. Review the comments Ascendium staff provided in the Comments to Applicant section.
6. Update the report as necessary. Make sure you click **Save** often to save your work.
7. Once you've finished entering information, click **Save and Close**. The report closes, and the information you entered displays in the report details.
8. Confirm your entered information is correct and click **Resubmit**. A window displays asking you to confirm resubmission.
9. Click **OK**. A message displays indicating the report was successfully submitted. You can find the report by selecting *Reports Submitted* under Reports on the menu. (You may need to refresh the page for the report to display.) Ascendium will review the updates and email you if additional details are needed.